

Evaluation Form for Project 8408-1

Manage Projects Successfully

Member's Name

Speech Given Location

Date

Evaluator's Name

Speech Title

Length
2-3 mins.

Purpose Statement:

- The purpose of this project is for the member to practice developing a plan, building a team, and fulfilling the plan with the help of his or her team.
- The purpose of the **first speech** is for the member to give a short overview of the plan for his or her project.

Notes for the Evaluator:

- The member completing this project has committed a great deal of time to building a team and developing a project plan.
- This is a 2- to 3-minute report on the member's plan. Listen for:
 - An explanation of what the member intends to accomplish
 - Information about the team the member has built to help him or her accomplish the plan
 - A well-organized informational speech

Written Evaluation of Speech Comments to include:

Purpose:

Did the speaker accomplish purpose of this Project?

Structure:

Was there an Introduction, Body and Conclusion?

Appearance: Body language and posture

Presence: Enthusiasm, comfort, audience control

Voice: Vocal variety, volume, pitch, pace, pauses

Content: Value, interest

Language: Diction, vocabulary

Audience: Response, effectiveness, action call

Comments: PIP = PRAISE + IMPROVE + PRAISE

P - Take Away/Value Received

I - My Suggestions for Improvement

P - What I liked Best

more on the back. 

Evaluation Form for Project 8408-2

Manage Projects Successfully

Member's Name

Speech Given Location

Date

Evaluator's Name

Speech Title

Length
5-7 mins.

Purpose Statement:

Voice: Vocal variety, volume, pitch, pace, pauses

Notes for the Evaluator:

Purpose Statements

The purpose of this project is for the member to practice developing a plan, building a team, and fulfilling the plan with the help of his or her team.

The purpose of the **second speech** is for the member to share some aspect of his or her experience managing a project.

Content: Value, interest

Language: Diction, vocabulary

Notes for the Evaluator

The member completing this project has committed a great deal of time to developing a project plan, building a team, and fulfilling the plan.

This is a 5- to 7-minute speech about the member's experience managing a project. This speech can be humorous, informational, or any type the member feels is appropriate.

Listen for:

Information about what the member learned from planning, building a team, and leading that team through the completion of their project

The speech should NOT be a report on the content of the "Manage Projects Successfully" project.

Audience: Response, effectiveness, action call

Comments: PIP = PRAISE + IMPROVE + PRAISE

P - Take Away/Value Received

Written Evaluation of Speech

Comments to include:

Purpose:

Did the speaker accomplish purpose of this Project?

Structure:

Was there an Introduction, Body and Conclusion?

Appearance: Body language and posture

Presence: Enthusiasm, comfort, audience control

I - My Suggestions for Improvement

Evaluation Form for Project 8408

→ CIRCLE the appropriate number. You may also want to write some comments here.

Clarity

- 1 – Spoken language is unclear or not easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 3 – Spoken language is clear and is easily understood
- 4 – Excels at communicating using the spoken word
- 5 – Exemplary public speaker who is always understood

Vocal Variety

- 1 – Ineffective use of tone, speed, and volume
- 2 – Use of tone, speed, & volume requires further practice
- 3 – Uses tone, speed, and volume as tools
- 4 – Excels at using tone, speed, and volume as tools
- 5 – Uses the tools of tone, speed, and volume to perfection

Eye Contact

- 1 – Makes little or no eye contact with audience
- 2 – Eye contact with audience needs improvement
- 3 – Effectively uses eye contact to engage audience
- 4 – Uses eye contact to gauge audience reaction/response
- 5 – Uses eye contact to convey emotion & elicit response

Gestures

- 1 – Uses very distracting gestures or no gestures
- 2 – Uses somewhat distracting or limited gestures
- 3 – Uses physical gestures effectively
- 4 – Uses physical gestures as a tool to enhance speech
- 5 – Fully integrates physical gestures with content in an exemplary speech

Audience Awareness

- 1 – Makes little or no attempt to engage audience or meet audience needs
- 2 – Audience engagement or awareness of audience requires further practice
- 3 – Demonstrates awareness of audience engagement and needs
- 4 – Fully aware of audience engagement/needs, responds effectively
- 5 – Engages audience completely & anticipates audience needs

Comfort Level

- 1 – Appears highly uncomfortable with the audience
- 2 – Appears uncomfortable with the audience
- 3 – Appears comfortable with the audience
- 4 – Appears fully at ease with the audience
- 5 – Appears completely self-assured with the audience

Interest

- 1 – Content is neither interesting nor well-constructed
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 3 – Engages audience with interesting, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 5 – Fully engages audience with exemplary, well-constructed content

Topic – First Speech

- 1 – Speaks on a topic other than his or her plan, team, or project
- 2 – Mentions some aspect of his or her plan, team, or project but does not fully address
- 3 – Shares some aspect of his or her plan, team, or project
- 4 – Delivers a compelling speech about some aspect of his or her plan, team, or project
- 5 – Delivers an exemplary speech about some aspect of his or her plan, team, or project

Learning – Second Speech

- 1 – Speech includes little or no information about some aspect of what the member gained completing the project
- 2 – Speech includes limited information about some aspect of what the member gained from the project
- 3 – Speech includes information about some aspect of what the member gained from completing the project
- 4 – Well-organized speech focuses entirely on some aspect of what the member gained from completing the project
- 5 – Exemplary speech gives value to some aspect of what the member gained from completing the project